

## FREQUENTLY ASKED QUESTIONS (FAQS) FOR OBTAINING NATIONAL CRIMINAL BACKGROUND CHECK RESULTS

### \*\*\*\*\* FOR NEW PROVIDER APPLICANTS ONLY \*\*\*\*\*

Any business entity or individual who wants to provide and directly bill services within the DIDD system must undergo an application approval process which includes submission of a current **criminal background check result**. For this purpose, the following Frequently Asked Questions (FAQs) are designed to guide in this process:

1. What type of criminal background check report (CBCR) is required?
  - *DIDD requires a current **national** criminal background check. The applicant is required to show proof that they have obtained a national criminal background check. Please submit this proof (copy of paid receipt) along with the DIDD New Provider application via email to [DIDDProvider.Application@tn.gov](mailto:DIDDProvider.Application@tn.gov). The applicant is required to complete the Volunteer and Employee Criminal History (VECHS) Agreements and submit with the DIDD application.*
2. For what positions or roles does your organization have to submit a current **national** CBCR with a new provider application?
  - *The following persons need to complete the check:*
    - *Chairperson of the Board (for non-profit agencies)*
    - *Owner(s)*
    - *Executive Director*
    - *For Clinical and Ancillary Providers- Owner(s) and/or Executive Director (may be one and the same)*
3. Who has the authority to administer the CBCR?
  - *The **national** CBCR is administered by Tennessee Bureau of Investigations (TBI) or a licensed private investigative company or licensed private investigative individual, through [www.indentogo.com](http://www.indentogo.com) (see attached instructions for obtaining background checks through [www.indentogo.com](http://www.indentogo.com)).*
4. Who pays for the CBCR?
  - *Each applicant is responsible for paying the cost of his/her own CBCR. DIDD does **NOT** reimburse **applicants** for the cost of his/her CBCR.*
5. When should the applicant obtain the CBCR?
  - *The applicant should obtain the CBCR **no earlier than 60 calendar days prior** to submitting the DIDD New Provider application. CBCR's obtained prior to 60 calendar days of the submission of the DIDD New Provider application will **NOT** be accepted.*
6. Who should receive the CBCR?
  - *Once the applicant obtains their CBCR from **Tennessee Bureau of Investigations (TBI)**, or a licensed private investigative company or licensed private investigative individual, through [www.indentogo.com](http://www.indentogo.com), the results will be forwarded to DIDD.*

For further questions, please contact: [DIDDProvider.Application@tn.gov](mailto:DIDDProvider.Application@tn.gov) or call (615) 532-6568.